

iPhoto Step-by-Step



Contents

Create an Album	2
Crop and Enhance a Photo.....	5
Straighten and Adjust a Photo.....	9
Creating a Slideshow.....	12
Creating a Web Gallery.....	17
Creating a Book	20
Adding Metadata to Pictures.....	25
Creating a Smart Album.....	27

iPhoto Step-by-Step

iPhoto makes it easy to organize, edit, and share digital photos. And iPhoto is a great tool to enhance lesson plans with digital photography. That's why we've created this guide—to walk you through the finer points of creating specific parts of the ocean field trip project.

This step-by-step guide should be used with the videos on the DVD. For the basics of how to use iPhoto to import photos, work with events, and organize photos, please watch the appropriate sections of the DVD.

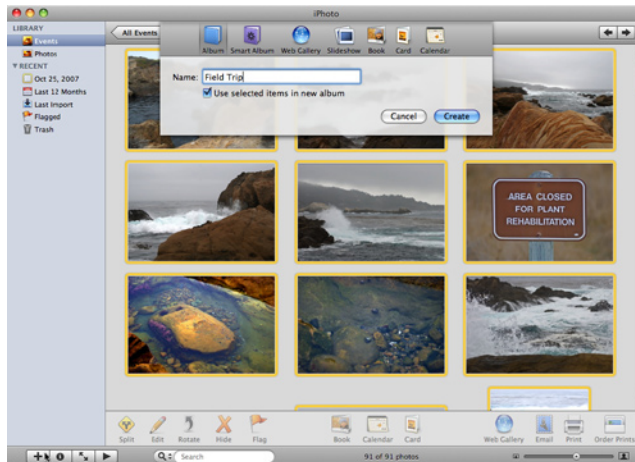


Create an Album

To create and arrange an Album:

- 1 In iPhoto, select all of the photos you want to use in your new album (in this case, all of the pictures from our field trip), then click the + button in the lower-left corner of the window.

An album creation pane slides down.



When you create a new album, you'll be asked to name it. Replace the "untitled album" text in the Name field with whatever text you like. In this case, we named the album "Field Trip."

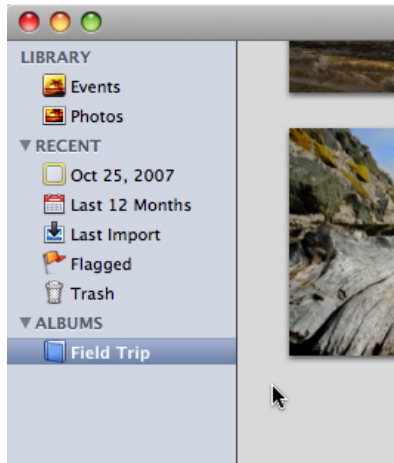
- 2 In the Name field, type the name of the project and then click Create.

Your new album appears under the Albums heading.



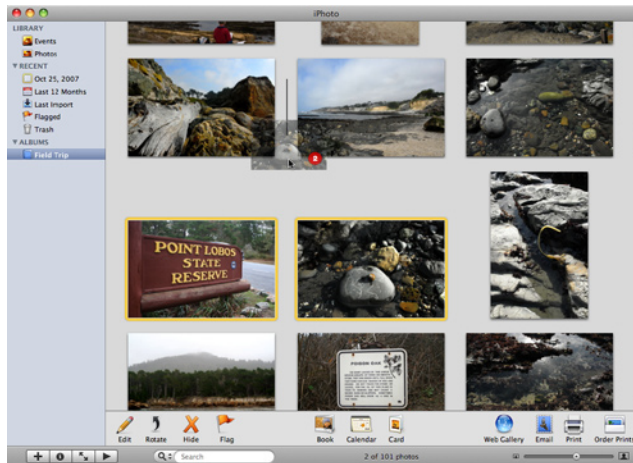
The new album appears in the left column of iPhoto's window.

- 3 Deselect the images by clicking anywhere outside them, but still inside the main photo window.



To deselect images, simply click in an area outside of a picture.

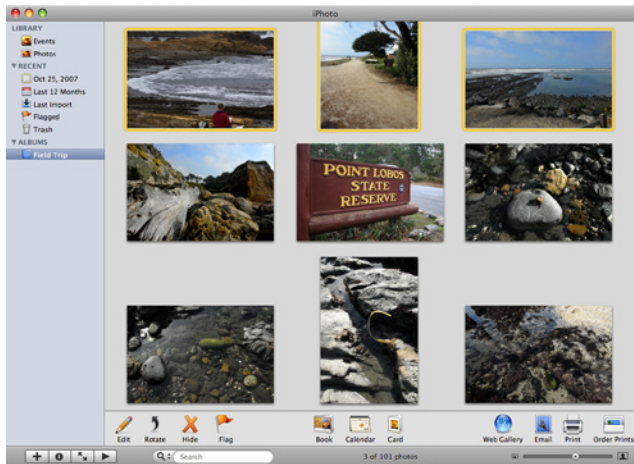
- 4 Rearrange the photos in the order you want by dragging them to a new position.



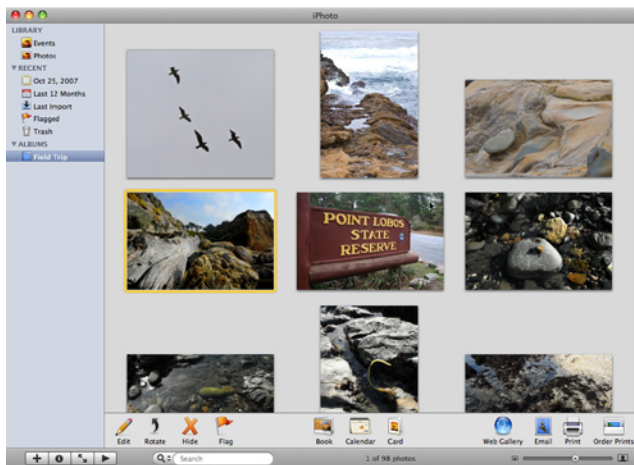
When you move images, a vertical line appears to indicate where the images will be moved when you release the mouse button.

- 5 Delete any unwanted photos by first selecting the photo and then pressing Delete.

Don't worry—this only removes the picture from the album; the original is still safe in your library.



To remove images from an album, select them in the iPhoto window and press Delete.

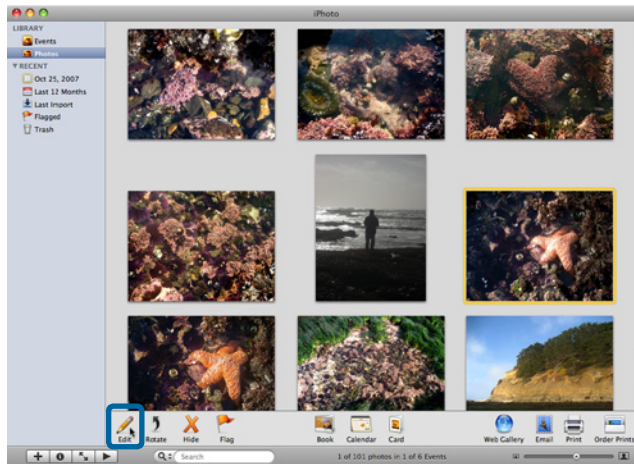


The three images are removed from the album. They remain in the iPhoto library, however.

Crop and Enhance a Photo

To crop a photo and enhance it:

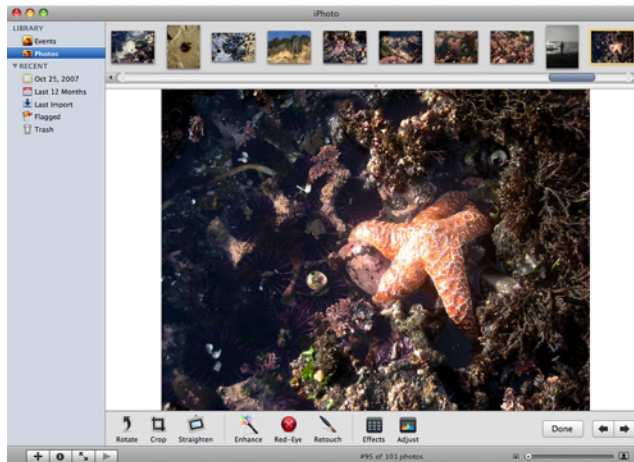
- 1 In iPhoto, locate the image you want to crop and enhance.



We've chosen an image of a starfish that could use a little work.

- 2 In the lower-left corner of the window, click the Edit button.

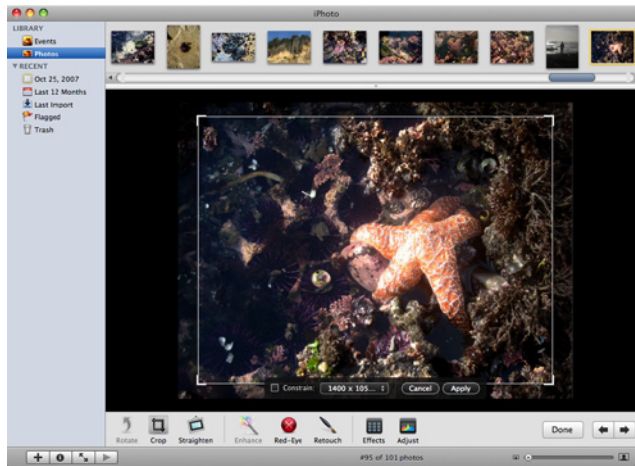
The selected image is brought into iPhoto's editing mode. Other images in the same library are set horizontally across the top, and editing tools are arranged at the bottom.



iPhoto's editing window, where you make changes to an image by using the tools along the bottom. You can also switch to a different image by clicking it in the strip along the window's top.

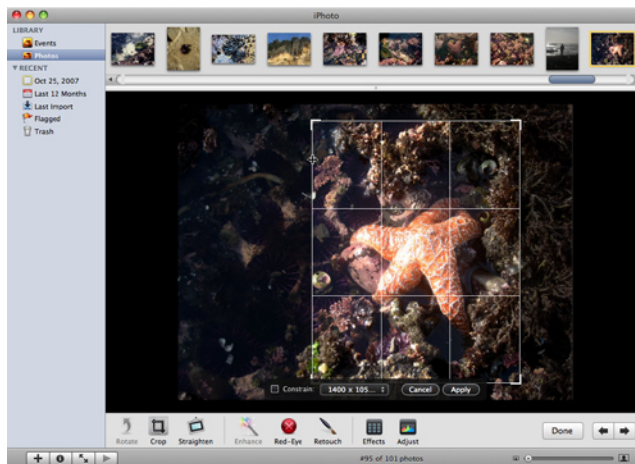
- 3 In the lower-left portion of the iPhoto window, click the Crop tool.

iPhoto creates a cropping rectangle around the image, and it displays a small options palette at the bottom of the rectangle that contains preset crop sizes, a constrain checkbox, and buttons to apply the crop or to cancel it.



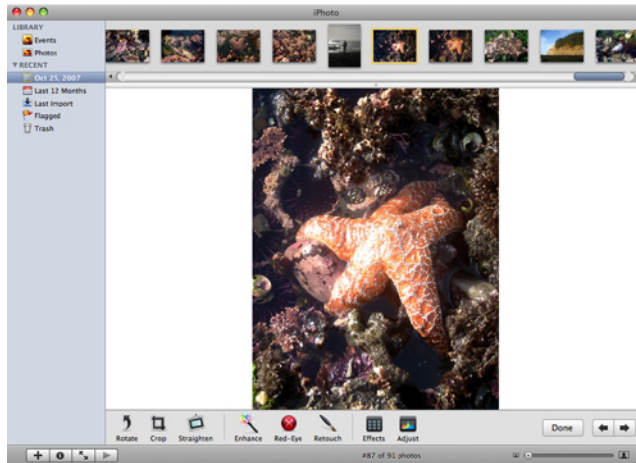
iPhoto's cropping rectangle lets you set your own cropping size, or you can choose a preset size from the popup menu in the crop control palette at the bottom.

- 4 Drag the edges of the rectangle so that it surrounds just the area of the photo that you want to keep.



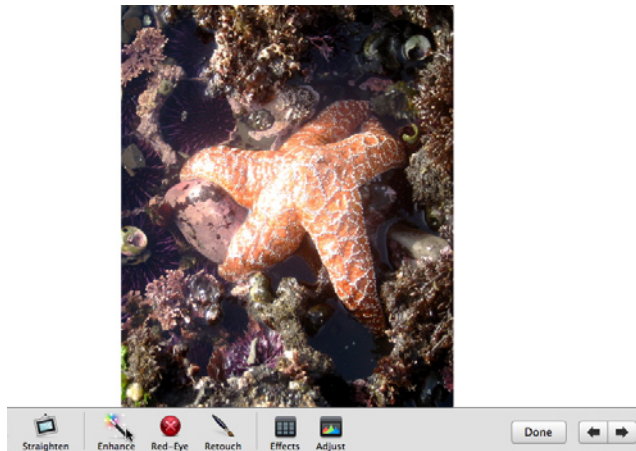
Simply drag the sides of the rectangle to resize it.

- 5 Click Apply. iPhoto crops the image. If you don't like how the crop turned out, press Command-Z to undo it and try again.



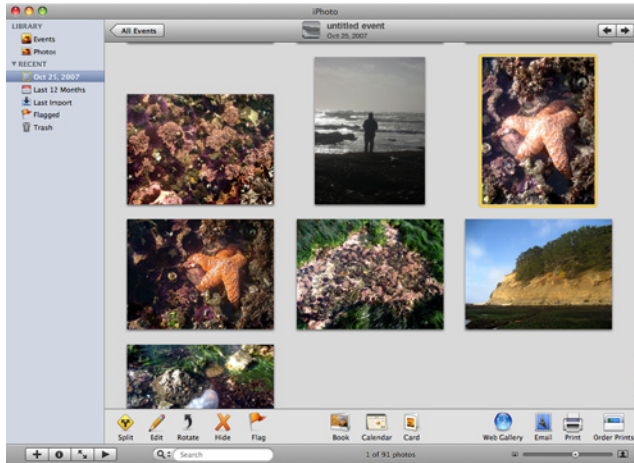
After clicking Apply, the image is cropped.

- 6 Click the Enhance button in iPhoto's editing tools (at the bottom of the window).
iPhoto automatically adjusts the image to improve color and levels.



Click Enhance to have iPhoto improve an image's colors and levels.

- 7 When you're satisfied with how your image looks, click Done.
iPhoto returns to its browser mode.



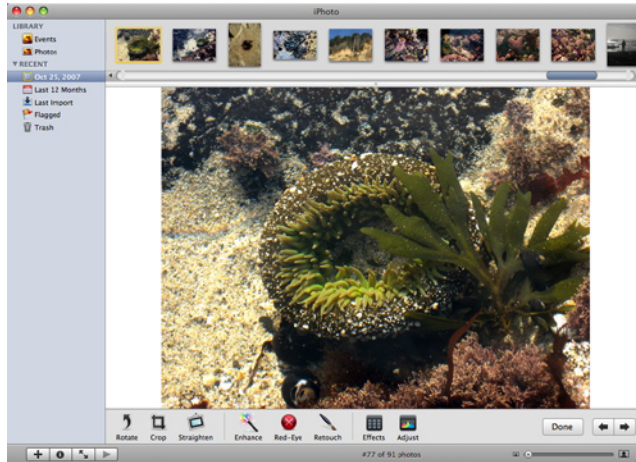
If you want to undo any changes that you've made after you return to iPhoto's image browser, select the edited image, and choose Photos -> Revert to Original.

Straighten and Adjust a Photo

To straighten a photo and make tonal and sharpness adjustments to it:

- 1 In iPhoto, select an image to straighten and adjust, then click the Edit button.

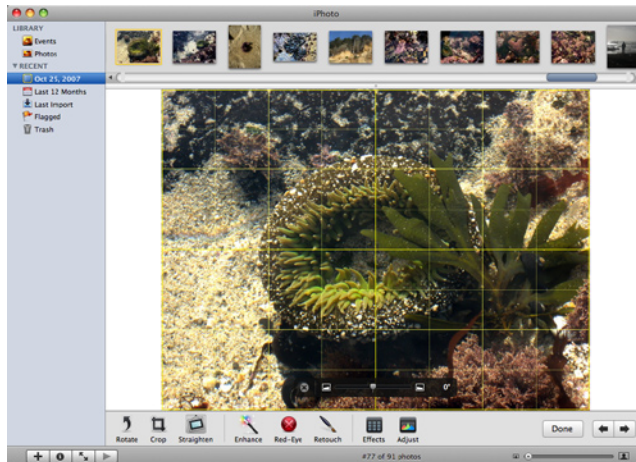
The image is brought into iPhoto's editing mode.



When you select an image and click Edit, iPhoto moves the image into editing mode.

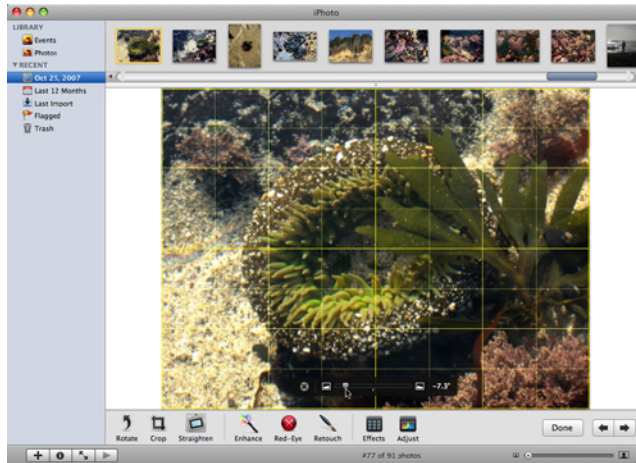
- 2 In the lower-left portion of iPhoto's window, click the Straighten button.

A grid covers the image, and a rotation control appears at the bottom of the image.



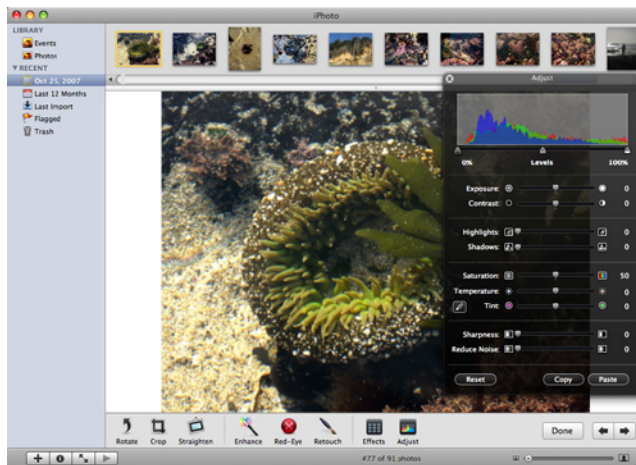
iPhoto lets you rotate the image ten degrees right or left in very small increments.

- 3 Drag the rotation control slider to rotate the image until you're satisfied with the new position.



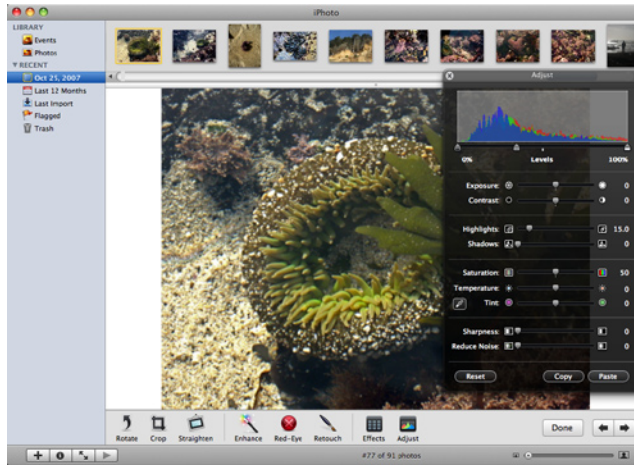
Here, we've rotated the image 7.3 degrees counterclockwise.

- 4 Click the Adjust button at the bottom of the window. The Adjust inspector appears.



The sand is very light, and the anemone's tendrils are dark around the opening, so we'll use iPhoto's Adjust inspector to fix this.

- 5 Use the sliders in the inspector to make changes to the image. Click Done to accept the changes and return to iPhoto's image browser.

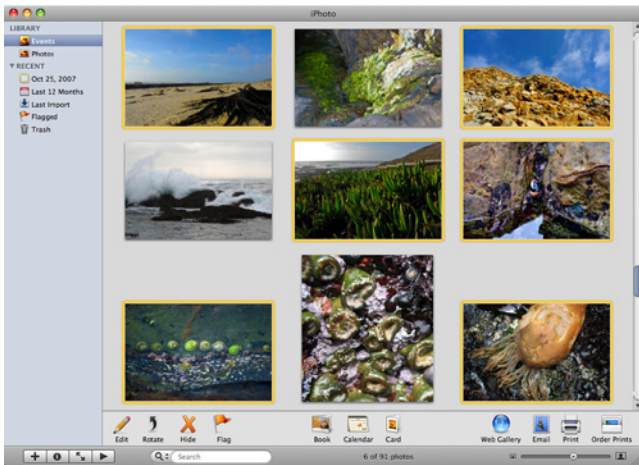


We've toned down the sand and brought some detail in the anemone's opening by reducing Levels to even out the image, and by reducing the highlight brightness.

Creating a Slideshow

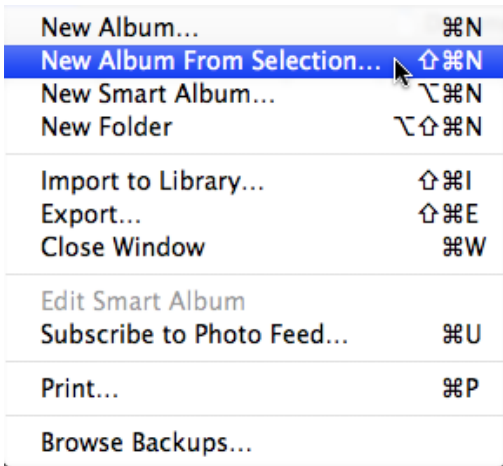
To create a slideshow:

- 1 In iPhoto, hold down the Shift key and select the images you want to use in a slideshow.



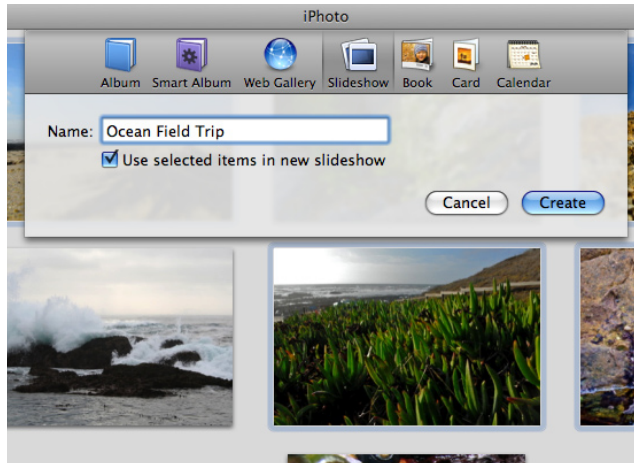
The first step in building a slideshow in iPhoto is to select the pictures you want to use, and create a new album for them. Here, we've selected several pictures from our field trip.

- 2 Choose File -> New Album From Selection.



The first step in building a slideshow in iPhoto is to select the pictures you want to use and create a new album for them.

- 3 In the pane that slides down, click the Slideshow icon, and type in the name for your slideshow in the Name field. Once done, click Create.



When creating a slideshow, click the Slideshow icon in this dialog box and provide a name.

- 4 A new Slideshows listing appears in iPhoto's left sidebar.



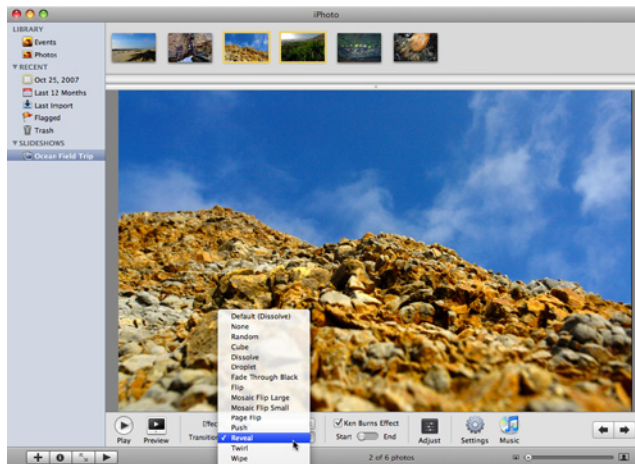
All the pictures in the slideshow are displayed in a strip across the top of the window. The tools and settings are arranged along the bottom.

- 5 Rearrange the photos in your slideshow by dragging them in the strip at the top of the window. To add photos, drag them onto the new slideshow. To remove photos, select them in the strip and press Delete.



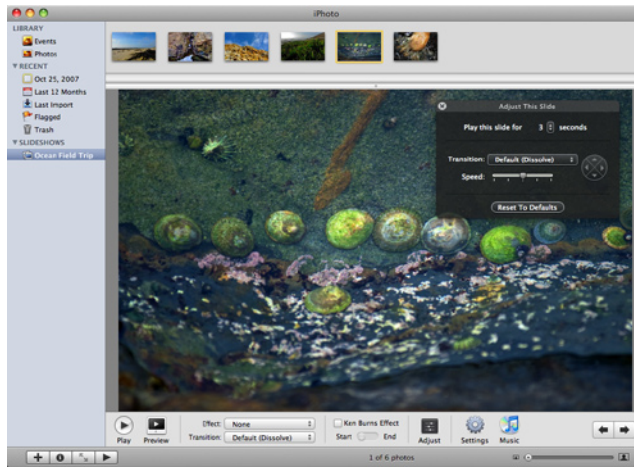
You can rearrange the photos in your slideshow by selecting them and dragging them to a new location.

- 6 Select any effects and transitions you want from the Effects and Transition menus at the bottom of the window.



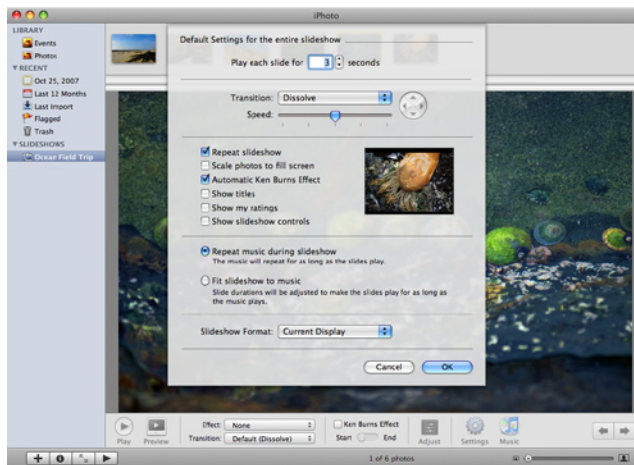
To change the transition between slides, select a new one from the Transition popup menu.

- 7 Click Adjust to make changes to how the current picture in your slideshow behaves.



The “Adjust This Slide” inspector lets you change how long the current slide lasts and what transition is used with it.

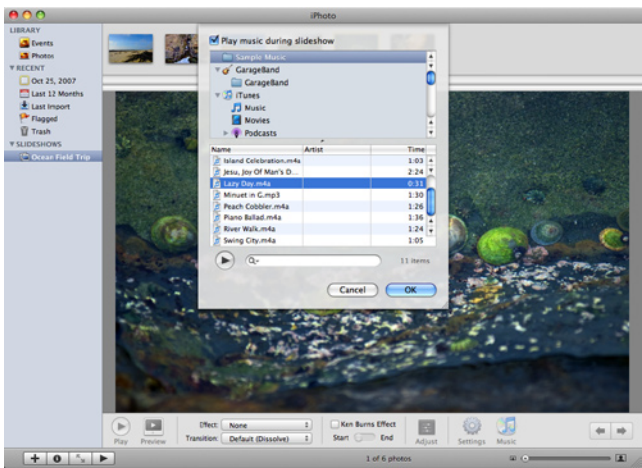
- 8 Click Settings. A pane slides down, allowing you to change the slideshow’s settings. Once finished, click OK.



In the Settings pane, you can specify how long each slide lasts, which transition is used, how music interacts with the slideshow, and other settings.

9 Click Music.

A pane slides down, allowing you to add a soundtrack to the slideshow. Choose the music you'd like to include, and click OK.



The Music pane allows you to select from some music samples, your GarageBand library, or your iTunes library.

10 Your slideshow is ready to go. Click Play to run it full screen (or preview it by clicking the Preview button).

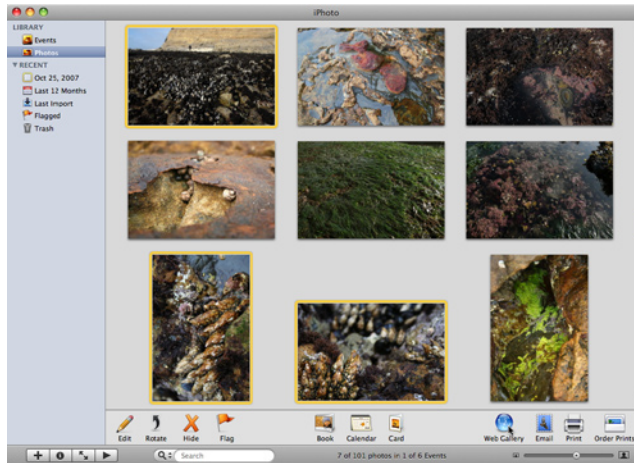


If you move the mouse while the slideshow plays, a set of controls is overlaid at the bottom of the image.

Creating a Web Gallery

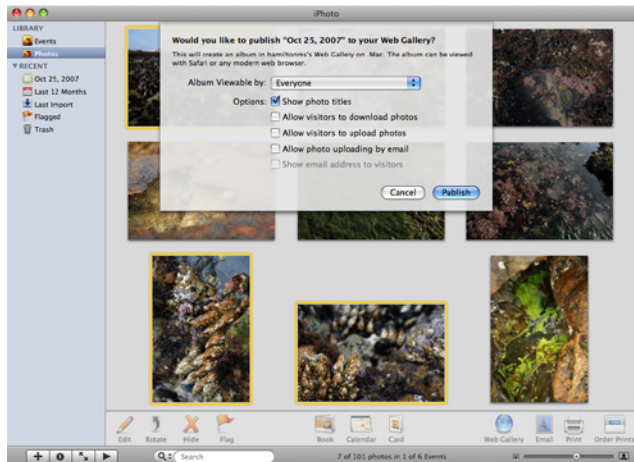
To create a .Mac web gallery:

- 1 In iPhoto, select the photos you want to post, and click Web Gallery in the bottom of the window.



Select the images you want to use, then click the Web Gallery button.

- 2 A pane slides down, asking you if you want to publish the photos to your Web Gallery. It also offers options on who can see it and what can be done with it.



The Web Gallery pane lets you set some permissions options for your visitors.

- 3 Choose who should see the album from the “Album Viewable By” menu.

Your options include Everyone, Only me, or a group that you’ve created with a password (using “Edit Names and Password,” from the same popup menu).



The “Album Viewable By” popup menu lets you specify who can see the Web Gallery. Here, we’re allowing anyone to see the gallery.

- 4 Check the options you want for your gallery in the Options checkboxes.

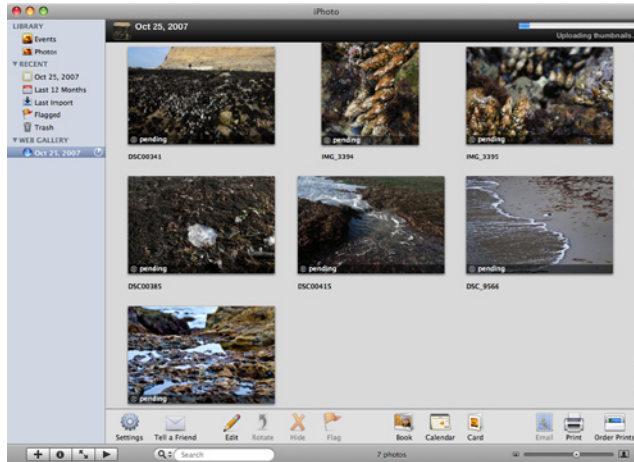
You can show titles, allow users to download and upload photos, and even upload photos by email by checking the corresponding check boxes.



The Options checkboxes let you specify the Web Gallery’s level of interactivity.

5 Click Publish to publish your photos to your .Mac Web Gallery.

A Web Gallery listing appears in iPhoto's left sidebar, and iPhoto begins uploading images to the gallery.

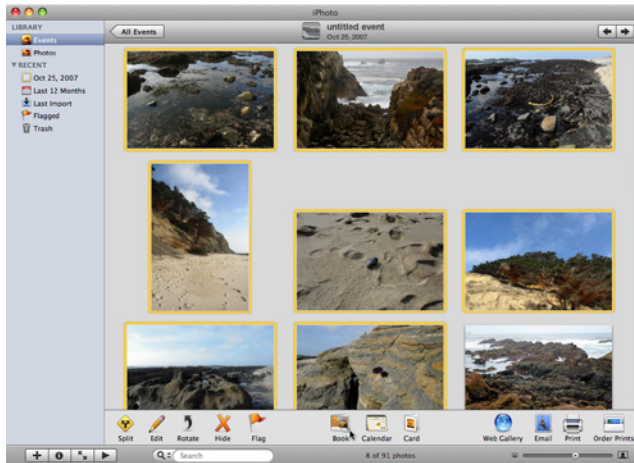


When you publish a Web Gallery, iPhoto will upload the images in the background. A progress bar appears in the upper-right corner of the window, showing how long it takes.

Creating a Book

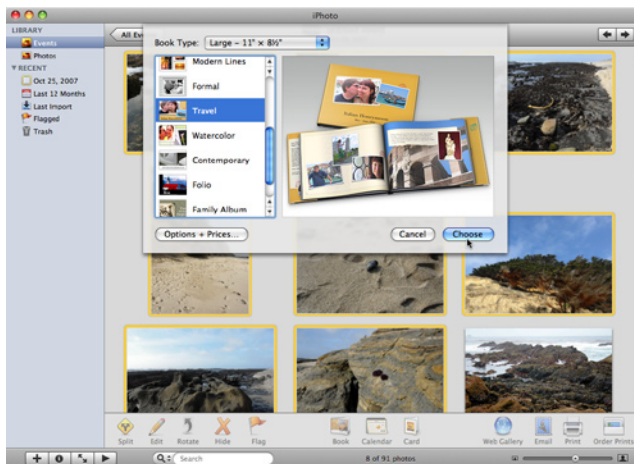
To create and order a book:

- 1 In iPhoto, select the photos you want to use in your book, then click Book in the lower portion of the iPhoto window.



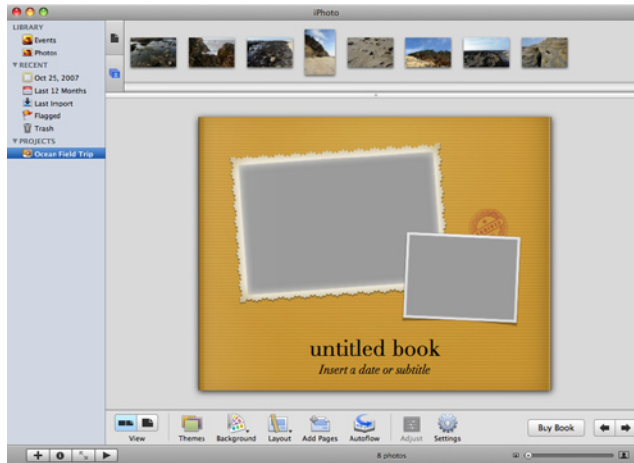
To create a book, select the images you want to use, then click the Book icon.

- 2 Choose the kind of book you want to create in the book theme pane that slides down, and then click Choose.



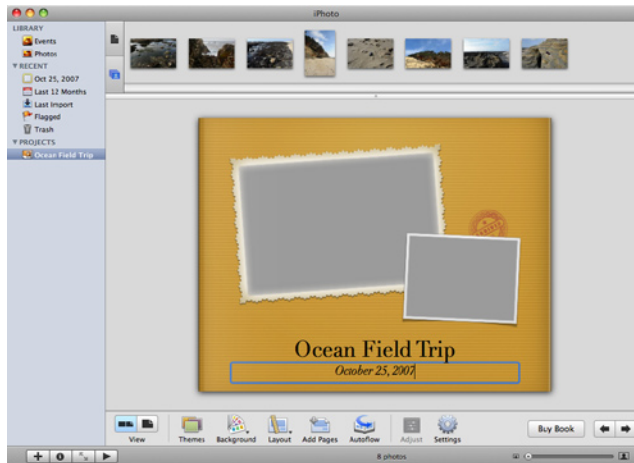
The first thing you'll be asked is to choose a theme and type for your book.

- 3 Your photos are loaded into the book template and a new book element is created in iPhoto's left sidebar. Since the placeholder text is ready to be customized, type your book's name and press Return.



Name your book in iPhoto's left sidebar by typing its name and pressing Return.

- 4 Double-click the text on each page to make it editable, and type in the text you want to appear.



Type your own text by replacing the placeholder text. Here, we're naming the book for the field trip.

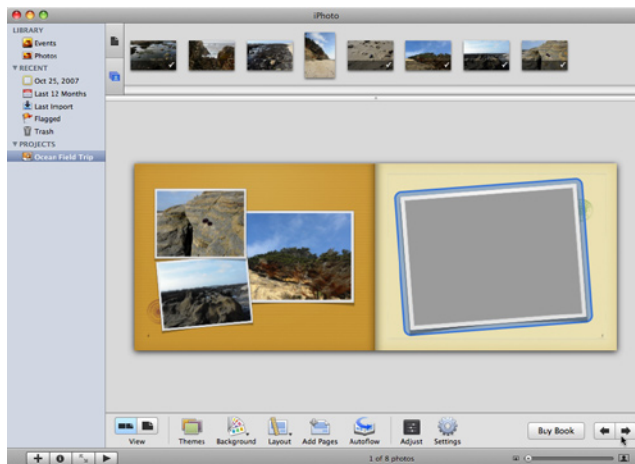
- 5 Drag images onto the placeholder rectangles on your page from the strip at the top of the window to create your layout.



To add images to your book, drag them from the strip at the top of the window and onto the placeholders.

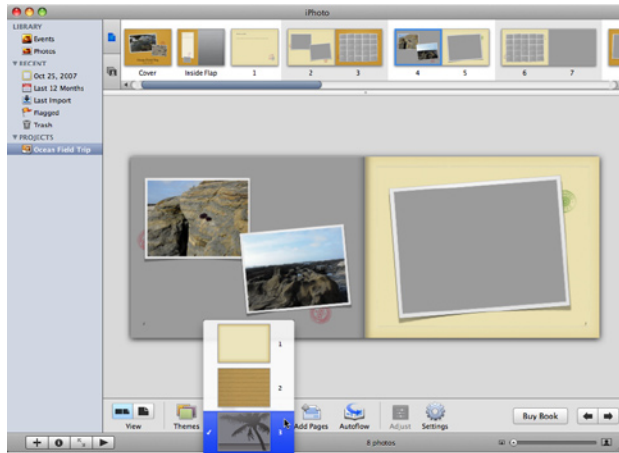
- 6 Click the left and right arrows in the lower-right part of the window to move through the pages of your book. On each page, edit the text and add photos as you like.

You can easily swap photos around on a page by dragging them from one square to another, even after you've placed them.



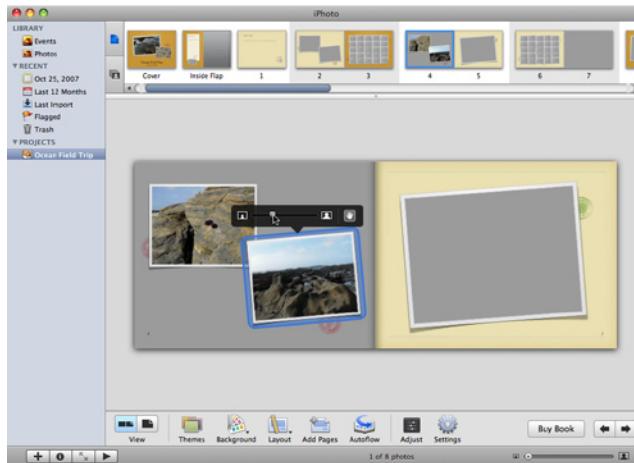
Continue to build your book, page by page. Click the right arrow to move toward the back of the book; click the left arrow to move toward the front.

- 7 Use the Themes, Background, and Layout popup menus at the bottom to choose different book themes, background colors or images, or even change the layout of a given page.



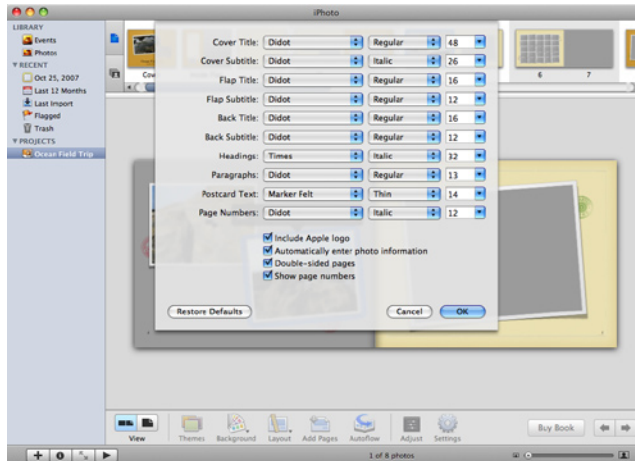
To select a new background for a page, select it from the Background popup menu. Each iPhoto book theme has a different set of page backgrounds.

- 8 Click an image that you've placed on a page, and a zoom-and-pan control appears. Use this control to zoom into your image and move it around inside the rectangle until just the portion of the image you want is showing.



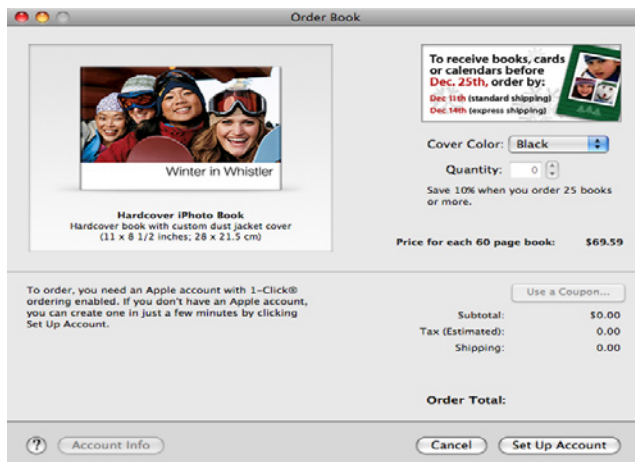
You can zoom in to a photo—effectively cropping it—by first selecting the photo and then sliding the zoom slider.

- 9 Click the Settings button. A font settings pane slides down, where you can customize the fonts and font sizes, as well as other book options. Make any desired changes here and click OK.



The Settings pane lets you control the fonts, photo information, and other options, such as page numbering.

- 10 Click "Buy Book." Using your Apple account with 1-Click ordering, iPhoto walks you through the ordering process and then uploads your book to a professional printing company.

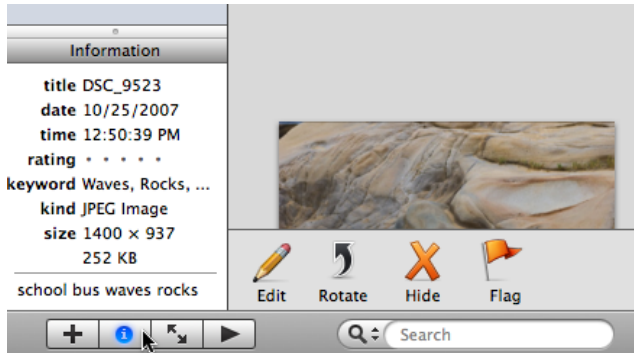


Apple's 1-Click order page lets you choose the color of the cover as well as how many you want to order, and it will tell you how approximately how much the book will cost.

Adding Metadata to Pictures

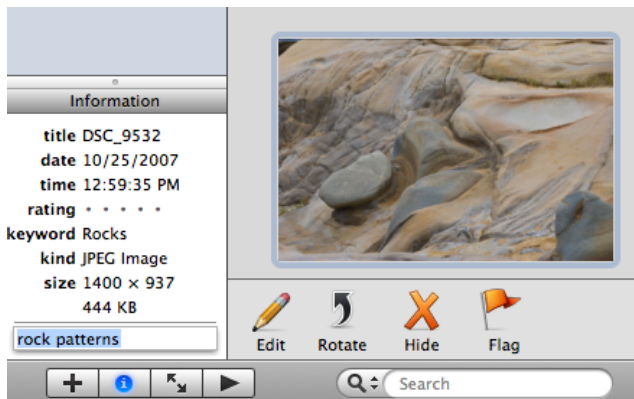
To add metadata to your iPhoto images:

- 1 In the lower-right corner of the iPhoto window, click the “i” button. The Information area slides up.



The Information area shows you the selected picture's title, the date and time it was taken, the rating (if any), keywords, the image kind, its size, and its description.

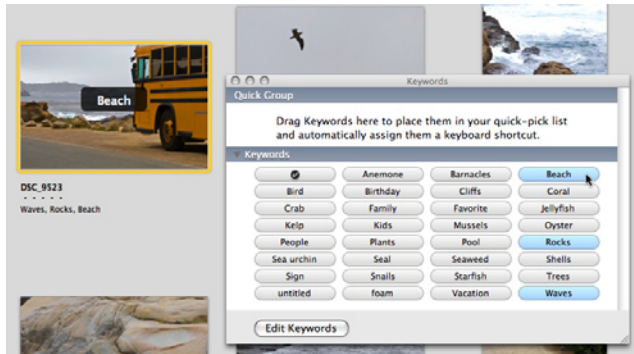
- 2 Click the fields in the information area to change a picture's title, rating, description, time, or date, and type the new item.



Here, we're changing the picture's description—but the title, date, time, and rating metadata are all changeable as well.

- 3 Choose Window -> Keywords to show the Keywords inspector and add keywords to a picture. Select an image and then click one or more preset keywords in the Keywords palette.

The keywords are added to the image.



Click a predefined keyword to add it to the selected image.

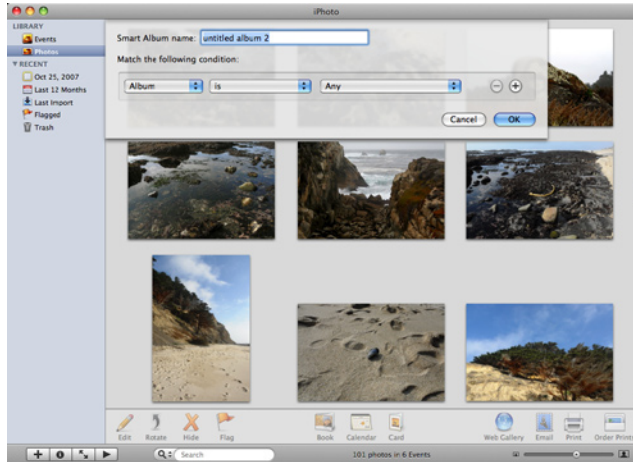
- 4 Repeat these steps to refine your searches and to create Smart Albums.

Creating a Smart Album

To create a Smart Album:

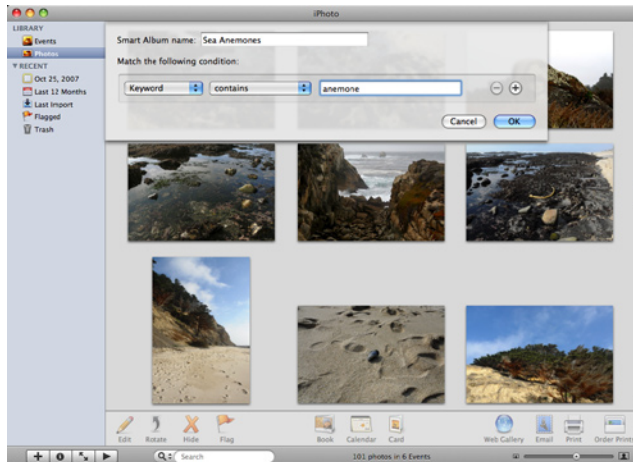
- 1 In iPhoto, choose File -> New Smart Album.

A Smart Album pane slides down.



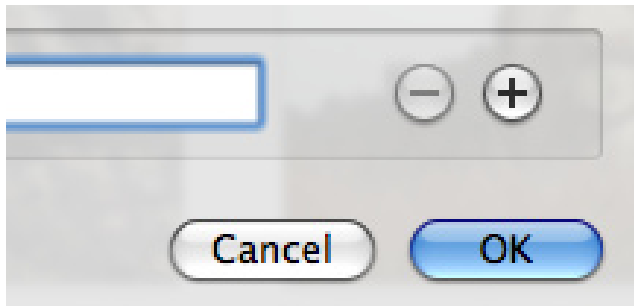
The first step in creating a Smart Album is to give it a name and set some conditions from the popup menus.

- 2 Type the name for your Smart Album in the Smart Album name field. Then, using the popup menus, select the conditions to be met for items to be added to the album.



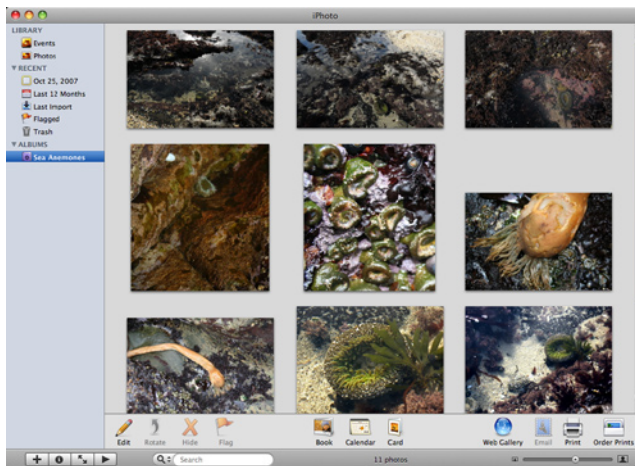
Our Smart Album, named Sea Anemones, uses the keyword "anemone" to populate itself.

- 3 If you need more than one set of conditions, click the + icon on the right of the pane.



To add more conditions, click the + (plus) button.

- 4 A new Smart Album appears in iPhoto's left sidebar, and it contains photos that match the conditions you specified.



Our finished anemone album shows all photos with the keyword "anemone." To add photos to that album, simply give them the keyword "anemone," and those images will appear in the album.

